

FIRE ALARM DISPATCHER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Exactng work in operating telephone, receiving and transmitting fire alarms and related work as may be required.

DISTINGUISHING FEATURES OF THE CLASS

This is responsible work of a routine nature on an assigned shift, operating the telephone and receiving alarms of fire and other emergencies, and the proper dispatching of firefighting (and other emergency) equipment which may be under the supervision of or operated by in connection with the Covington Fire Department. Work is performed under the general supervision of the Chief.

EXAMPLES OF WORK

(NOTE: These examples indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Receive all alarms, dispatch firefighting equipment and/or department officers, previously designated by proper authority to answer alarms within various given areas of the city;

Keep records of the times of departure, and return to stations, of all fire apparatus answering alarms, including all others temporarily unavailable for immediate use;

Operate and test radio and keep records, as required, in connection therewith;

Performs various related duties to station maintenance;

Perform various related duties as assigned or required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and

administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must not be less than eighteen (18) years of age.